



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
**JOINT FORCE HEADQUARTERS**  
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**ARMY BULLETIN NO. 52**

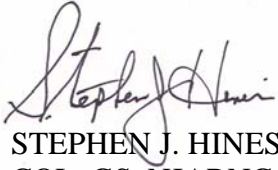
**16 December 2005**

**GOVERNEMENT CREDIT CARD REPORTING PROCEDURES (J4)**

1. **REFERENCES:** C.A.R.E. Users Guide "How To" Manual page 7 item B and page 11 item D
2. **PURPOSE:** Give credit card administration officials (GPC BOs) guidance with the submission of their Cardholder Full Transaction Detail Report through the C.A.R.E. system on a monthly basis.
3. **GENERAL GUIDANCE:** GPC credit card Billing Officials will be required to submit their Cardholder Full Transaction Detail Report reference the C.A.R.E system manual on a monthly basis for classes II, IV, VII and or IX supplies. GPC BOs will insure their card holders do not exceed their monthly allocation without a control number from the appropriate office, for example; Food Service, DOIM/J6 and or J3. GPC BOs must also insure that the **correct codes** are being used for each purchase and if necessary funds are reallocated to the correct account. Failure to reallocate funds to the correct accounts and failure to insure the correct codes are being used in your monthly report will result in the credit card being cancelled for that account.
4. Below are instructions on how to create your credit card Cardholder Full Transaction Detail Report from the US Bank C.A.R.E reporting website:
  - a. From the screen Cardholder Reporting, select the **"Cardholder Full Transaction Detail"** from the drop down menu.
  - b. The report you want to select is **"Report By: Cycle End Date."** From the drop down menus, select the appropriate month and year.
  - c. Select the **"YES"** radio button for Show Allocation. This will show all the accounting classification data for your purchases.
  - d. For the Report Output, you can select any one of these; Select **"EXCEL"** for a manual log. Columns can be adjusted and a comment column added if necessary.
  - e. Click on **"SUBMIT"** to generate the report.
  - f. NOTE: This report should be generated the day after the CH approves/reallocates their purchases. If the report is generated the same day as when the CH approves the transactions, the transactions and the Reallocations code will not pull through.
5. Reports will be submitted to the G4 Office Budget section Attn: Ms. Linzenbold NLT the 1<sup>st</sup> working day of the following month. Example: December's report will be due to the G4 office NLT 2 Jan 06, and January's report will be due 1 Feb 06 etc.

6. Point of contact is Beverly Linzenbold, Budget Analyst, at 609-562-0278.

OFFICIAL:

A handwritten signature in dark ink, appearing to read "Stephen J. Hines", is written over a light gray rectangular background.

STEPHEN J. HINES  
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Major General, NJARNG  
The Adjutant General

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